

**WATER POLLUTION CONTROL AUTHORITY
SPECIAL MEETING
Meeting Room A
Tuesday February 3, 2015**

MEMBERS PRESENT: Tim Rainville, Peter Ellsworth, Stewart Morse

MEMBERS ABSENT: Roger Gale, Dan Atwood

OTHERS PRESENT: Kristi Stabley

1. CALL TO ORDER:

The meeting was called to order by Vice-Chairman Peter Ellsworth at 7:00 PM.

2. APPROVAL OF THE REGULAR MEETING MINUTES OF NOVEMBER 25, 2014:

MOTION BY STEWART MORSE TO APPROVE MINUTES AS AMENDED. SECONDED BY PETER ELLSWORTH. TIM RAINVILLE ABSTAINED.

AMENDMENTS: 12.EXECUTIVE SESSION: \$21.15 REPLACE WITH: \$20.72.

“ The board denied Kristi’s request to increase payroll to be effective January 1, 2014.

MOTION BY STEWART MORSE TO INCREASE KRISTI’S PAYROLL RATE TO \$20.72 PER HOUR EFFECTIVE JULY 1,2014. SECONDED BY DAN ATWOOD. ALL IN FAVOR.”
TO BE MOVED AFTER SENTENCE “Executive Session closed at 9:07 p.m.

3. CITIZEN COMMENTS: The Authority acknowledged and expressed their condolences to Dan and Mary Atwood and family for their loss.

4. NEW BUSINESS:

A. EXECUTIVE ADMINISTRATOR REPORT: Kristi presented the board with a handout titled “Administration Report= December 2014- January 2015”. Stewart suggested that a letter be sent to the Woodstock Academy for its delinquent water meter flow reporting.

B. GRINDER PUMP MAINTENANCE/EXPENSE: A suggestion was made by Peter and Roger about possibly making the exsisting grinder pumps the sole responsibility of the home owner and not the WPCA. Peter volunteered to explore this suggestion further.

C. LETTERS TO TAX COLLECTOR AUTHORIZING NOT TO BILL LINE MASTER FOR TWO DEMOLISHED BUILDINGS: Kristi informed the board that the letters were written, signed by Roger, and given to Linda.

D.METER READINGS: Previously discussed during Executive Administrator Report.

E. ENERGY AUDIT OF PUMPING STATION: Stewart explained to the Authority that an energy audit was done and there was no significant findings to report. The Authority asked if Stewart could look into the possibility of adding solar energy for the pumping station.

5. OLD BUSINESS:

A. SEWER SYSTEM REHABILITATION PROJECT:

- **DATE RECORDER UPDATE:** Tim informed the board that the data recorder is up and running.

B. 2015-2016 BUDGET: Peter suggests that a Special Meeting should be planned to discuss the WPCA's finances with Donna from the Town's Treasurers department. The board agrees that a meeting sometime in April would be good.

Stewart suggested that day to day operations of the WPCA shouldn't also be reflecting Capitol Expenditures. He suggested that the monies for Capitol Expenditures and the Day to Day Expenditures be separate which would give the WPCA a much clearer idea of the actual Budget.

C. CLIENT NEWSLETTER: Roger is still in the process of gathering information.

D. WOODSTOCK AGRICULTURAL SOCIETY: Kristi explained to the board that an average Flow meter reading for the months of September, October and November was taken from the past 5 years of data, because of the failure of the meter to record data.

E. W.P.C.A. EXECUTIVE ADMINISTRATIVE SALARY: Previously discussed in the approval of the minutes of Novemebr 25, 2014.

6. SYSTEM MAINTENANCE UPDATE:

A. CONTINUATION OF INVESTIGATION OF SPIKE IN FLOW TO PUTNAM: No new updates at this time. The Authority asked if this item could be removed from the agenda.

B. DEEP 6 PROGRESS ON INVENTORY: No new progress has been made.

C. BRUCE WILLIAMS GRINDER PUMP REPORT: Deep 6 has not made any improvements that Bruce's report has suggested yet.

7. FLOW REPORTS:

A. WEEKLY METER READING OF MAIN LINE WASTE WATER FLOW TO PUTNAM FY 2014-2015: No new updates at this time.

B. WATER METER READINGS FOR FY 2014-2015: Woodstock Academy, Scott Metals, and ARS have been consistantly delinquent in sending in their reports.

8. CITIZEN COMMENT: None.

9. PAYMENT OF THE BILLS: WPCA February 3, 2015 BILLS

<u>Vendor</u>	<u>Line Item</u>	<u>Charges</u>
CL&P ---- Account#51942724014	500.00.224.00 Lift Station CL&P	\$327.55

Frontier Communications Account# 860-928- 3192111198-5	500.00.225.00 Lift Station Telephone Service Frontier	\$99.18
Tighe&Bond---Invoice# 072014247 Task Order#5 5/25/2014 – 6/28/2014	500.00.213.00 Engineering Services	\$554.40
Tighe&Bond--- Invoice 121493137 Task Order#5 review of final pay estimate, project report , contractor closeout items	500.00213.00 Engineering Services	\$937.19
Neponset Controls, Inc--- Invoice# SI-330247 Data Logger Installation and training	500.00.286.00 Main Line Maintenance	\$438.00
Water & Waste--- Invoice# 60338 Plumbing parts misc	500.00.189.00 Grinder Pump Supplies	\$368.58
Buell's Truck & Engine Repair----Invoice# 15369	500.00.289.00 Lift Station Maintenance	\$109.06
Nextgen Security Co. LLC--- Invoice# 12618 annual monitoring fee	500.00.242.00 Lift Station Answering Service	\$250.00
TOTAL AMOUNT DUE: \$ 3,083.96		

Peter Ellsworth identified the following bills for consideration by the Authority:

MOTION BY STEWART MORSE TO APPROVE PAYMENT OF THE BILLS. SECONDED BY TIM RAINVILLE. ALL IN FAVOR.

10. CORRESPONDENCE: None

11. REVIEW OF MEMBER FOLLOW-UP ACTIVITIES FOR THE NEXT MEETING

- Roger work on WPCA newsletter
- Peter research grinder pump status
- Kristi Special Meeting for March 3, 2015
- Kristi letter to Woodstock Academy
- Stewart solar energy for lift station

12. ADJOURNMENT

MOTION BY TIM RAINVILLE TO ADJOURN THE MEETING. SECONDED BY PETER

ELLSWORTH. ALL IN FAVOR.

The meeting was adjourned at 9:03 PM.

Respectfully Submitted

Kristi Stabley
WPCA Executive Administrator